

Report 13.632  
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Committee Annual Plan 2013/14 Hearing Committee  
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## **Process for hearing submissions on the draft Annual Plan 2013/14 and other matters that are the subject of concurrent consultation**

### **1. Purpose**

To brief the Annual Plan 2013/14 Hearing Committee on the process for considering submissions on the draft Annual Plan 2013/14 and other matters that are the subject of concurrent consultation.

### **2. The decision-making process and significance**

The matter requiring decision in this report has been considered by officers against the requirements of Part 6 of the Local Government Act 2002.

#### **2.1 Significance of the decision**

Officers have considered the significance of the matter, taking into account the Council's significance policy and decision-making guidelines. Due to the procedural nature of this decision officers recommend that the matter be considered to have low significance.

Officers do not consider that a formal record outlining consideration of the decision-making process is required in this instance.

### **3. Background**

At its meeting on 20 March 2013 the Council established the Annual Plan 2013/14 Hearing Committee (the Committee) to consider and hear submissions and to make recommendations to the Council on the draft Annual Plan 2013/14 and other matters which are the subject of concurrent consultation. A copy of the Committee's terms of reference, which sets out its roles and responsibilities, is attached as **Attachment 1** to this report.

### **3.1 Public consultation**

This meeting completes the public consultation phase on the draft Annual Plan 2013/14. The Council concurrently consulted on:

- Proposed Resource Management Charging Policy
- Proposed Parks Concession Guidelines

The Committee must consider both the oral and written submissions it receives at this meeting, and must decide what, if any, changes it wishes to recommend to the Council regarding the draft Annual Plan 2013/14 and the other proposals.

### **3.2 Principles of consultation**

Six principles of consultation are set out in the Local Government Act 2002 (the Act). One of these principles is that views presented to a local authority should be accepted with an open mind, and should be given due consideration by the local authority, in making a decision.

It is consistent with best practice that members hearing submissions should be present for the duration of the hearing of the oral submissions.

## **4. Submissions received**

41 submissions have been received on the draft Annual Plan 2013/14. Of the 41 submissions, eight referred to the proposed Resource Management Charging Policy and four referred to the proposed Parks Concession Guidelines.

A copy of all the written submissions has been distributed to members of the Committee (under separate cover). It is suggested that written submissions are taken as read by the Committee, and that Committee members only discuss those submissions on which they want to make a particular comment.

### **4.1 Late submissions**

One late submission was received on the draft Annual Plan 2013/14 and matters of concurrent consultation. It is recommended that the Committee accept the late submission for consideration. The late submission is from the Wellington Botanical Society.

## **5. Submission process**

The purpose of this meeting is to hear oral presentations in support of written submissions. At the time of writing this paper, 20 submitters have confirmed that they wish to be heard on the draft Annual Plan 2013/14 and matters of concurrent consultation.

Five minutes have been allocated to each submitter, with additional time allocated for organisations. This allows approximately three minutes for the submitter to present their key points and two minutes for Committee members to ask questions of clarification.

The preliminary timetable for the hearing of oral submissions is attached as Attachment 2.

As some changes to the timetable may be required, a final timetable will be available at the start of the meeting.

### **5.1 Consideration of issues raised in submissions**

The Committee must consider all written submissions, regardless of whether or not an oral submission has been made, along with other consultation material.

The principles of consultation set out in section 82 of the Act apply to the submission process. It is important that Committee members retain an open mind in the consideration of submissions.

Members should be present for the hearings and deliberations in order to participate in the decision-making of the Committee. There will be an opportunity to discuss the issues raised in written and oral submissions and other consultation material once all submissions have been heard.

### **5.2 Process after consideration of Submissions**

The Committee will need to prepare a report to the Council setting out its recommendations on the draft Annual Plan 2013/14 and other matters which are the subject of concurrent consultation. The report will be considered by the Council at its meeting on 12 June 2013.

It is proposed that each submitter receives a letter identifying the final changes to the draft Annual Plan 2013/14 and other matters which are the subject of concurrent consultation agreed by the Council, including the reasons for these changes.

## **6. Communication**

The Committee meeting for hearing submissions has been advertised and all oral submitters contacted regarding the hearing date.

## **7. Recommendations**

*That the Committee:*

- 1. **Receives** the report.*
- 2. **Notes** the content of the report.*
- 3. **Accepts** the late submission received on the draft Annual Plan 2013/14 and other matters which are the subject of concurrent consultation, for consideration.*
- 4. **Reports** its findings and recommendations to the Council meeting on 12 June 2013.*

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